



Sign Permit Application

City of Show Low
180 N. 9th Street
Show Low, AZ 85901
Phone: (928) 532-4050
Fax: (928) 532-4059

For Office Use Only:

Sign Permit #:

Date Received:

(Sec. 15-1-45 of the Zoning Ordinance)

Please complete this application after a review of the above referenced section of the Zoning Ordinance. Incomplete applications will not be considered received and may delay consideration of a sign application by Planning and Zoning staff. If you have questions regarding this process and/or its requirements, please contact the Planning and Zoning department at (928) 532-4040.

PROPERTY

Name of business _____
Street address _____
Assessor's Parcel Number (A.P.N.) _____
Business License # for business to which the sign pertains _____

PROPOSAL (Please provide a brief description of the number, type and location of sign(s).)

OWNER

Property owner's phone # _____ Fax # _____
Property owner's mailing address _____
_____ Zip Code _____

APPLICANT (if different than property owner)

Applicant's phone # _____ Fax # _____
Applicant's mailing address _____
_____ Zip Code _____

CONTRACTOR

Contractor's phone # _____ Fax # _____
Contractor's mailing address _____
_____ Zip Code _____

Arizona Contractor License # **(Required)** _____
Contractor's City Business License# _____

SIGNATURES

Property owner(s) _____ Date _____
Applicant _____ Date _____

THE BACK PAGE OUTLINES ALL NECESSARY SUBMITTAL REQUIREMENTS. IN ORDER TO AVOID
DELAYS PLEASE ENSURE THAT IT'S COMPLETE!

SUBMITTAL CHECKLIST

(In order to avoid delays please ensure that your submittal is complete)

- ☐ Sign Permit application fee (per City of Show Low Resolution No. 824)
The following fees shall be collected for each sign in the application:
 - Twenty (20) square feet and under \$20.00
 - Over Twenty (20) to Forty (40) square feet \$40.00
 - Greater than Forty (40) square feet \$60.00
 - Portable signs (such as A-Frames) \$200.00*

* Yearly fee- Must be renewed at the beginning of each year.

- ☐ Two (2) copies of a site plan (minimum size 8½" X 11") of sufficient detail to allow consideration of proposed sign(s) including:
 - A sketch showing size, height and shape of sign, setbacks to property lines, easements, and existing or proposed buildings.
 - Description of materials used, method of mounting, and method of lighting, if applicable.
 - Any existing or planned landscaping.
 - Existing signs including, but not limited to, relationship of new signage to existing signage, and square footage of existing signage.
 - Calculation of allowable sign area as per City Code.
 - Any other information the Planning and Zoning Director might need to evaluate the sign proposal.

- ☐ Two (2) copies of the following existing conditions data:
 - Location, size and type of all existing on-site signage.
 - Location of all adjacent streets and public right-of-ways.

- ☐ Two (2) copies of the following identification and descriptive data:
 - Drawings indicating exact dimensions of proposed sign(s).
 - Dimensioned drawings indicating the proposed placement of all signs on building(s) and/or the site.
 - If a freestanding or monument sign, please include footing details.

The Show Low Philosophy

As a tourism and service hub for the White Mountain region, the City of Show Low desires to offer residents and visitors the highest quality natural and physical environments. While it is important to identify visitor services and support the City's businesses, it is necessary to limit the number, size and type of signs allowed so that they do not dominate the City's appearance.

What is a Sign?

A sign is any identification, description, illustration or device that is affixed upon a building, structure or land which directs attention to a product, place, activity, person, institution or business, and is visible from any public street, waterway, alley, or public space. A vehicle-mounted sign on a vehicle that is habitually parked or stationed at the site of a business shall be construed as a sign. National flags and government flags shall not be construed as signs.

What will my Permit Cost?

The cost for a Sign Permit is determined by the size and number of proposed signs included in each application.

20 ft ² and under	\$20.00 each
Over 20 ft ² to 40 ft ²	\$40.00 each
Greater than 40 ft ²	\$60.00 each
Portable signs (A-Frames)	\$200.00 each*

*Yearly fee- Must be renewed at the beginning of each year.

Some Advice

We recommend that you and/or your sign designer discuss your application with City staff as soon as possible. Early guidance and an understanding of the process will ensure that you are headed in the right direction. Call us at the number below to speak with a staff member or to schedule an appointment to discuss your sign project.

Business Permit

Before you operate your business, you will also need a Business Permit issued by the City of Show Low. For further information call (928) 532-4000 or visit the City Offices and ask to speak with one of the Business Permit clerks.

*City of Show Low
Planning and Zoning Department
180 N. 9th Street
Show Low, AZ 85901*

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This brochure is intended to assist applicants. It is neither an authoritative or complete statement of the City's requirements. A review of the City of Show Low Zoning Ordinance is recommended to ensure compliance and avoid delays. The City accepts no responsibility to persons relying solely on this brochure.

A Guide to Sign Permits



Do I require a Sign Permit?

You **do not** need a Sign Permit for:

- Signs not visible from any public street, alley or public place;
- Signs required by law or signs of an elected governmental body;
- Public utility signs placed to ensure public safety;
- National flags and flags of political affiliations;
- Temporary holiday decorations free of commercial copy;
- Nameplate and addressing signs in residentially zoned districts;
- Repainting or maintenance of signs, provided that there is no change in size or shape;
- Property "For Sale", "For Rent" or "For Lease" Signs;
- Temporary construction signs;
- Sign walkers as allowed in Sec. 15-1-45;
- Building or Structure Dedication Plaques; or,
- Fixed aerial displays, balloons, pennants, including strings of flags, streamers. These signs or displays shall be allowed for a maximum of forty-five (45) days in any one (1) calendar year.

If your sign does not fit one of these categories, you will likely need to complete a sign permit application.

Prohibitions

The City of Show Low Zoning Ordinance prohibits the following types of signs:

- Any sign projecting over a property line;
- Any sign located within a public or private street, highway, alley, lane, parkway, avenue, road, sidewalk or other right of way;
- Any sign attached to a public utility pole or structure, street light, tree, fence, fire hydrant, bridge, curb, sidewalk or bench;
- Any sign placed, which by reason of its location, will obstruct the view of a traffic sign, signal, or other traffic control device;
- Any sign that inhibits free ingress or egress from any door, window or other required exit or egress point;
- Any sign with movement (i.e. rotating, moving up and down, or any other type of action);
- Any sign that emits audible sound, odor, smoke, steam, laser or hologram lights, or other visible matter, including any sign with any motion picture projection;
- Off-site signs unless approved by the City of Show Low;
- Any sign mounted or painted on a trailer, boat or other vehicle when parked, stored or displayed on the public-right-of-way;
- Any sign attached to existing signs or outdoor light poles; or,
- Any sign mounted to a tree or any other natural object.

Numbers and Sizes of Signs

The size and number of signs permitted is based on the building's width **and** the number of street frontages the business maintains. A business may be eligible (depending on its Zoning District and number of street frontages) for up to a maximum of four (4) signs, of which up to two (2) signs may be freestanding.

A-frames no more than three (3) feet high and two (2) feet wide are allowed with an annual permit only on private property and must be within twenty (20) feet of the business to which they refer.

The following table provides a summary of permitted signs for various Zoning Districts:

Residential

- One nameplate (<3 ft²)
- One set of house numbers (<1 ft²)
- One 8 ½" X 11" sign for a home occupation with a valid home occupation permit.

Commercial and Industrial

Sec. 15-1-45 L (1-4) of the Ordinance.

Up to 40 ft² of sign area is permitted for any freestanding sign not located in a Shopping Center (up to 80 ft²).

Shopping Centers

Sec. 15-1-45 L (5) of the Ordinance.